

# MPS Student Tech Checklist

Follow these steps to set up your student technology accounts!

**NEW MILLVILLE STUDENTS: Ask your teacher to contact IT to create your account.**



## FIRST: Computer Account

Log in to a desktop or laptop at school

**USERNAME** Your Lunch Number (Student ID)

**PASSWORD** Year2017

**You must change your password immediately!**

- ✓ At least 8 characters long
- ✓ At least 3 of these:
  - Uppercase letter (A,B,C)
  - Lowercase letter (a,b,c)
  - Number (1,2,3)
  - Symbol (@, #, !)
- ✗ No first name, last name, or lunch number
- ✗ Not a previous password



## NEXT: Infinite Campus

**UNINSTALL** and **REINSTALL** the app on your phone/tablet

**DISTRICT ID** BGMMR

**USERNAME** Your Lunch Number (Student ID)

**PASSWORD** Same as computer password



## NEXT: Microsoft Office 365

In web browser go to: ✓ [login.microsoftonline.com](https://login.microsoftonline.com) (✗ Do not use live.com)

**USERNAME** (Your Lunch Number)@millvillenj.net **(This is your email)**

**PASSWORD** Same as computer password

You may also install the apps on your phone/tablet!



## NEXT: Google Apps for Education (GAFE)

In web browser go to: ✓ <http://www.google.com/>

**USERNAME** (Your Lunch Number)@mps.millvillenj.gov **(This is your email)**

**PASSWORD** Same as computer password

You may also install the apps on your phone/tablet!